

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the adoption of statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a))))).

2. PURPOSE

The purpose of this standard is to define requirements for appropriate disposal of IT devices (servers, storage, clients), network components, operating system or application software, or storage media to prevent unauthorized use or misuse of stored information.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. STANDARD

The following standards provide requirements that ensure secure and appropriate disposal of IT devices (servers, storage, clients), network components, operating system or application software, and storage media belonging to the State of Arizona to prevent unauthorized use or misuse of State information.

4.1. ARCHIVING RECORDS: Any Information Technology (IT) devices, network components, operating system or application software, or storage media containing public/official records shall have the final disposition of those records established with Arizona State Library, Archives, and Public Records (ASLAPR) before being disposed of through State Surplus.

4.2. CLEARING DATA: Before IT devices, network components, operating system or application software, and storage media are disposed of through State Surplus, data stored on the device shall be deleted in a manner that renders it unrecoverable.

- 4.3. REMOVAL OF SENSITIVE DATA: Prior to the off-site repair of IT devices, network components, operating system or application software, or storage media, the budget unit shall remove all sensitive data from the IT devices, network components, operating system or application software, or storage media.. In the event that the storage media is unable to be repaired, the budget unit shall destroy it.
 - 4.4. ASSURANCE OF SENSITIVE DATA REMOVAL: The budget unit shall verify that the storage media no longer contains sensitive or readable data, as applicable. Where practical and feasible, separation of duties should be employed for clearing/removal and verification procedures.
 - 4.5. AUTHORIZED PERSONNEL: Only authorized personnel shall be used to effect the clearing of data or the removal of any sensitive data from IT devices
5. **DEFINITIONS AND ABBREVIATIONS**
Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards/ for definitions and abbreviations.
6. **REFERENCES**
 - 6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
 - 6.2. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
 - 6.3. A. R. S. § 41-1339 (A), "Depository of State Archives."
 - 6.4. A. R. S. § 41-1461, "Definitions."
 - 6.5. A. R. S. § 41-1463, "Discrimination; unlawful practices; definition."
 - 6.6. A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."
 - 6.7. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
 - 6.8. A. R. S. § 41-3501, "Definitions."
 - 6.9. A. R. S. § 41-3504, "Powers and Duties of the Agency."
 - 6.10. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
 - 6.11. A. R. S. § 44-7041, "Governmental Electronic Records."
 - 6.12. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."
 - 6.13. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."
 - 6.14. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency."
 - 6.15. Statewide Policy P100, Information Technology.
 - 6.16. Statewide Policy P800, IT Security.
 - 6.17. State of Arizona Target Security Architecture, http://www.azgita.gov/enterprise_architecture.
7. **ATTACHMENTS**
None.